

Memorandum

MIAMI-DADE
COUNTY

Date: November 22, 2005

To: Department Directors

From: Jennifer Glazer-Moon, Director
Office of Strategic Business Management

Subject: FY 2006-07 Operating Budget Submission Manual

It is time to begin the resource allocation process for FY 2006-07. The Board of County Commissioners has asked that the Proposed Budget be presented prior to the June Commission Committee meetings. In order to give you the maximum amount of time possible for your work to put together your budgets, we are releasing the Operating Budget Submission Manual one month earlier than in the past. The Automated Budget Development System (ABDS) will also be available for you to begin your work by the end of this month. **Budget submissions for all departments are due on February 1, 2006.** Resource Allocation Meetings will begin in February. It is essential to the process that each department adheres to the schedule for submitting its budget. If there is a problem, please call me directly.

This year we are implementing a new web-based application for your operating budget submission similar to the application used for capital budget submissions. This application will generate reports to replace the former budget forms and will be used by both the Office of Strategic Business Management (OSBM) and the Commission Auditor. The application will be available to departments in mid-December and training will be scheduled before January. This web-based application is designed to complement ABDS, not to replace it. Budget submissions are not complete until all data has been entered into the web-based application. We will query information from the application and generate reports that will guide discussion at the Resource Allocation Meetings and be used for presentation to the Commission Committees. The information in the new application, as well as ABDS should be updated as changes occur throughout the process.

Departments should submit information at the base budget level (the current level of service) independent of any proposed service enhancements or reductions, efficiencies, unmet needs, and other information. We are strengthening our emphasis on performance measures and adherence to the departmental business plans and focusing on the desired outcomes of the County's Strategic Plan. Any proposed changes in service levels should be presented along with the corresponding changes in results. It is imperative that the information be as realistic and accurate as possible because it will serve as the basis for recommended adjustments if funding levels change from our current projections. Consistent with last year, future unmet service needs are being requested as part of the budget submission. The purpose is to explain service gaps more accurately, clearly, and consistently with the budget presentation.

FY 2006-07 Budget Submissions

- Departments should begin immediately preparing current year revenue and expenditure projections and FY 2006-07 base budget level information, including updated position record information.
- Proprietary and fee-supported agencies are required to submit base budget submissions that include no fee adjustments. Any requested fee increases, along with items to be funded by such increases, must be presented as proposed changes.
- Consistent with last year, we will not be giving preliminary budget target figures for each general fund department.

Performance Measures

- Each department has been updating and refining their business plans. Relevant performance measures should be included in departmental business plans and budget submissions. In the budget submission, the performance measure should show a historical review, up-to-date performance and projection for the current fiscal year, and expected goals and benchmarks for FY 2006-07. Departments should continue to work with their Assistant County Manager and budget analyst to refine this information. As activities are developed, departments may find it beneficial to adjust financial and organizational structures (e.g. add, delete, or combine index codes).

Automated Budget Development System (ABDS)

- ABDS will be operational November 28, 2005. The ABDS manual does not include any significant changes from the December 1996 issue and therefore is not being included in this package. Any department requiring copies of the ABDS manual should contact OSBM at (305) 375-5143.
- **Departments must keep the information in ABDS updated throughout the process. Line item budget information has been requested for all departments. We will use ABDS to satisfy these requests. It is imperative that ABDS be current so that these requests can be satisfied in a timely manner.**
- Because the reports from the new web-based application will be used by the Office of the Commission Auditor and BCC Committees, departments must keep the information in the application updated throughout the process as well.

Disaster Issues

- Departments should make every effort to take all necessary steps to close out all pending Damage Survey Reports (DSRs) and Project Worksheets (PWs) so that we can determine the value of any unfunded liability (or disallowances by FEMA) and develop funding options. Pending FEMA issues and unfunded hurricane-related liabilities will be discussed in your departmental Resource Allocation Meeting.

Profit Sharing

- As in the past, profit sharing proposals will be encouraged and deficit sharing will be used on a case-by-case basis where appropriate. The use and timing of all fund sharing will be discussed at your departmental Resource Allocation Meetings to formulate appropriate fund sharing strategies.

County Rent

- Consistent with past practice, general fund supported departments should not include in their submission the cost for office space in County-owned facilities. Proprietary departments should

use the rent roll to be distributed by December 15, 2005 and work with General Services Administration.

Fuel Cost

- In order to standardize fuel budgeting throughout departments, we are requesting that departments budget diesel and unleaded fuel costs at \$2.15 and \$2.20 per gallon, respectively. Departments that purchase fuel directly from vendors should calculate the total number of gallons to be used in FY 2006-07 and multiply it by the above-mentioned cost to arrive at a budget. Departments that purchase fuel from GSA should obtain consumption data for FY 2004-05, make projected adjustments and multiply the number of gallons by the above-mentioned cost to arrive at a budget.

Wage Adjustments

- Because collective bargaining unit agreements are currently being negotiated, all payroll records in ABDS for both FY 2005-06 and FY 2006-07 will not have base pay rates increased by a cost of living adjustment.

Public Budget Meetings

- During the budget development process, departments are called upon to provide additional information in preparation for workshops and budget briefings.
- As in prior years, we expect to have meetings with the general public and Community Councils regarding the Proposed Resource Allocation Plan. As a result, departments may be required to provide information for, and participate in, these presentations.

To assist departments in the development of their operating budget submissions, the electronic version of this manual is now available online. Hard copies are also available upon request. Thank you in advance for your cooperation and I look forward to working with you and your staff throughout the process of preparing the FY 2006-07 Proposed Resource Allocation Plan.

Attachment

cc: Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Harvey Ruvin, Clerk of Courts
Honorable Katherine Fernandez-Rundle, State Attorney
Honorable Bennett Brummer, Public Defender
George M. Burgess, County Manager
Murray A. Greenberg, County Attorney
Marvin O'Quinn, President, Public Health Trust
Charles Anderson, Commission Auditor
Assistant County Managers
Budget Analyst Staff

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PART I. INTRODUCTION

Each year through the resource allocation process, Miami-Dade County determines its service priorities and service levels as well as associated financial and personnel requirements for the next fiscal year. It is our goal to release the Proposed Budget prior to the June BCC committee meetings. This will require the budget development process to begin in December of the preceding calendar year and is intended to ensure adequate opportunity for BCC review and reaction to the Proposed Resource Allocation Plan (Proposed Budget).

The most complex and time-consuming part of the budget process is preparing departmental budget submissions. To help departments with this task, the Office of Strategic Business Management (OSBM) has made available this **Operating Budget Submission Manual** electronically and in hard copy, if requested. Departments should use this manual as a guide for preparing and submitting their budgets in a detailed and uniform manner. This information will be the focus of discussion during Resource Allocation Meetings and will form the basis for the County Manager's recommendations in the Proposed Resource Allocation Plan. Please refer to the **Automated Budget Development System (ABDS) User's Manual**, for specific instructions on how to use ABDS in the development of your FY 2006-07 operating budget submission.

Individuals preparing departmental operating budget submissions should carefully follow the instructions in this manual. Understanding guidelines and requirements at the beginning of the budget process should enable departments to submit accurate budget requests in a timely manner.

A. Organization of the Manual

The remainder of the FY 2005-06 Operating Budget Submission Manual is organized as follows:

Part I introduces the manual and gives general instructions on what is required as part of departmental budget submissions.

Part II provides general guidelines on how to develop departmental budget submissions and use ABDS.

Please note that an addendum to this Operating Budget Submission Manual will be distributed to departments around the middle of December 2005. This addendum will provide instructions for the proper packaging of Departmental Budget Submissions. For the FY 2006-07 budget cycle, we will use a new web-based system to capture and present the information that had been contained in the Resource Allocation Meeting forms in FY 2005-06. Reports from this system will be used in the Resource Allocation Meetings by the Commission Auditor, the BCC Committees, OSBM, and the County Manager's staff. The addendum will explain the use of this system.

The appendices contain current year and future year information that is required for completing your budget submissions. These include (A) planning assumptions; (B) internal service rates; and (C) indirect cost rates.

Please also note that the ABDS User's Manual is again not included as part of this year's manual. Since no changes have been made to ABDS, departments may use last year's ABDS manual. If additional copies are needed, please contact OSBM.

If you have any questions regarding budget preparation or the information in this manual, please do not hesitate to contact your Budget Analyst at (305) 375-5143.

B. Budget Submission Requirements

All departments are required to submit appropriation (expenditure), revenue, and personnel information in folders (or binders); this constitutes the department's proposed operating budget. Moreover, some departments also submit Capital Budget and Multi-Year Capital Plan information, possibly including capital outlay reserve (COR) requests.

The first step of budget preparation will continue to be inputting the proper information into ABDS. Departments should begin this as soon as possible. Departments should not wait for the addendum to this manual to be released around the middle of December.

PART II. DEPARTMENTAL BUDGET PREPARATION

Requirements for Budget Submission Packages have not changed much for FY 2006-07. While the method of preparation has changed to an automated system, the information contained therein is nearly identical.

ABDS generates most of the reports required for the budget submission. These reports are described briefly in this section, and directions on how to develop information for, and how to request ABDS reports can be found in the ABDS User's Manual which was distributed separately in previous years. Non-ABDS reports or charts must be completed according to the instructions in the addendum to this manual.

A. Budget Folder Organization and General Guidelines

The following guidelines have been established for preparation of budget folders in order to ensure uniformity in submissions, thereby facilitating review by all involved in the process.

Budget folders are divided into four sections:

- Section 1: Summary

- Section 2: Personnel
- Section 3: Appropriations and Revenues
- Section 4: Adjustments and Additions

Multiple-part folders must be used to organize the information requested into the appropriate section of the folder. Some departments with voluminous budget information may find three-ring binders more practical than folders. These binders must be divided into the same four sections listed above. If you do use binders, please be sure that they fit upright in standard file drawers.

Budget Checklist

A list of items to be included in each budget folder is located on the following page. All required reports are listed under the corresponding section where they belong. Optional reports are also listed. You may find optional reports to be of value to you for internal budget needs. You should request all reports generated by ABDS at least once to assess their usefulness to you.

Be sure to request the B-2 salary forecast (ABDS Report 742) and an appropriation report (ABDS Report 721) as soon as ABDS comes online. These two reports should form the basis for your initial budget work, since they contain current information on budgeted personnel, appropriations, and expenditures.

Departments must submit FOUR copies of each operating budget folder to OSBM. Departmental operating budget submissions are due to OSBM on Wednesday, February 1, 2006. Because of the time constraints for this year, it is very important that submissions be on time.

To give departments the maximum amount of time to complete these Budget Submissions, Capital budgets will be due to OSBM two weeks before the Operating Budgets are due (**Friday, January 13, 2006**).

All departments will be advised of their specific Resource Allocation Meeting date in the coming weeks. It is essential that all departments adhere to the due date to ensure the Proposed Resource Allocation Plan can be completed within the mandated time schedule.

BUDGET CHECKLIST		Required	Optional
SECTION 1: SUMMARY			
Resource Allocation Meeting Reports			
R1 General Departmental Summary		X	
R2 Departmental Summary by Fund		X	
R3 Departmental Summary by Activity		X	
R4 Departmental Issues		X	
R5 New Efficiencies		X	
R6 Operating Unmet or Deferred Needs		X	
R7 Personnel Reconciliation		X	
R8 Grant Funding Summary		X	
R9 Proposed New or Increased Fees		X	
R10 Payments To & From Other Departments		X	
R11 Selected Line Item Highlights		X	
Functional Table Of Organization		X	
Expenditure and Personnel Summary (ABDS 764)		X	
SECTION 2: PERSONNEL			
Division Staffing Chart		X	
Personnel Summary - Report available by department, division, index, fund, and project; check with your Budget Analyst for required detail (ABDS 754,752,750,772,774)		X	
B-2 and Part-Time Report (ABDS 742,743)		X	
Regular and Supplemental Salaries Reconciliation (ABDS 747)		X	
Social Security Excess (ABDS 756)			X
Retirement Eligibility (ABDS 760)			X
Merit Increase Report (ABDS 811, 812)		X	
Longevity Bonus (ABDS 762)			X
Position Audit (Regular and/or Monetary) (ABDS 766, 767)			X
Executive Benefit Summary (ABDS 781)		X	
Vacancy Report (ABDS 815, 817)		X	
SECTION 3: APPROPRIATIONS AND REVENUES			
Appropriations	Department (ABDS 720)	X	
	Division (ABDS 728)	X	
	Index (ABDS 721)	X	
	Fund (ABDS 768)		X
	Subfund (ABDS 771)		X
	Project (ABDS 770)		X
Expenditure Justification (ABDS 745)		X	
Milestones and Schedules for Incomplete FEMA Projects			X
Revenue Summary - Report Available by Department, Index, and Fund (ABDS 802, 803, 804)		X	
SECTION 4: ADJUSTMENTS AND ADDITIONS			
Service Enhancements (PATCs)	Detail (ABDS 736)	X	
	Summary (ABDS 734)	X	
	Fund (ABDS 740)		X
Service Reductions (SADs)	Detail (ABDS 736)	X	
	Summary (ABDS 734)	X	
	Fund (ABDS 740)		X

**Your Budget Analyst may require some optional reports.*

APPENDICES

Appendix A: Planning Assumptions

MIAMI-DADE COUNTY POPULATION

Year	County Total	Unincorporated		Incorporated	
		Total	Percent Change	Total	Percent Change
2000	2,253,362	1,204,288		1,049,074	
2001	2,283,319	1,202,189	-0.2%	1,081,130	3.1%
2002	2,313,047	1,221,147	1.6%	1,091,900	1.0%
2003	2,342,739	1,216,799	-0.4%	1,125,940	3.1%
2004	2,372,418	1,099,261	-9.7%	1,273,157	13.1%
2005	2,402,105	1,105,018	0.5%	1,297,087	1.9%
2010	2,551,284	1,140,643	3.2%	1,410,641	8.8%
2015	2,703,114	1,208,488	5.9%	1,494,626	6.0%

Note: Population estimated as of April 1 each year.

Note: Reflects incorporation of Miami Lakes in Dec 2000 and Palmetto Bay in Oct 2002.

Miami Gardens in May 2003 and Doral in June 2003 and Cutler Bay in 2005

Note: Cutler Bay is not reflected in 2005 estimates as of April 1 that year

Source: US Census, Census 2000, Summary File 1, for 2000 figures.

Miami-Dade County Department of Planning and Zoning for 2001 to 2015.

INFLATION

YEAR	ANNUAL RATE OF CHANGE IN CPI*
1996-97	2.8%
1997-98	1.8%
1998-99	1.7%
1999-00	2.9%
2000-01	3.4%
2001-02	1.8%
2002-03	2.2%
2003-04	2.2%
2004-05	3.0%
2005-06	3.8%*
2006-07	1.5%*
2007-08	1.6%*
2008-09	2.0%*

Note: * Estimated

SOURCE: *Florida Economic Estimating Conference, National Economic Forecast, October, 2005.*

Contact: Chuck Blowers, Planning and Zoning
(305) 375-8729

APPENDIX B: Internal Service Rates

General Information

A wide range of support services is provided to County agencies and departments every year. The cost for providing some of these services is billed to the using agency.

The following pages contain information necessary for you to forecast the cost of a given service and to prepare your budgets.

Service provider agencies are prepared to assist you in interpreting rates, forecasting funding requests, or in any other area relating to the services. A liaison person is identified for each service, where appropriate, on the bottom of each lead page. Please do not hesitate to contact him or her.

Personnel Rates

Social Security*

Subobject Code 01010

6.20% FICA on salary up to \$94,200
1.45% MICA on total salary

**Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011**

Retirement*

Subobject Code 01011

Regular 7.83%
Special 18.53%

***Estimates based on 2005 rates**

**Contact: Gus Knoepffler, Budget Division
Office of Strategic Business Management
(305) 375-5143**

Longevity Bonus

Subobject Code 00125

1. Upon completion of 15 - 19 years of full-time continuous County Service
 - 15 years 1.5 percent bonus payment of base salary
 - 16 years 1.6 percent bonus payment of base salary
 - 17 years 1.7 percent bonus payment of base salary
 - 18 years 1.8 percent bonus payment of base salary
 - 19 years 1.9 percent bonus payment of base salary
2. Upon completion of 20 - 24 years of full-time continuous County Service
 - 20 years 2.0 percent bonus payment of base salary
 - 21 years 2.1 percent bonus payment of base salary
 - 22 years 2.2 percent bonus payment of base salary
 - 23 years 2.3 percent bonus payment of base salary
 - 24 years 2.4 percent bonus payment of base salary
3. Upon completion of 25 years or more of full-time continuous County Service
 - 25 years 2.5 percent bonus payment of base salary
 - 26 years 2.6 percent bonus payment of base salary
 - 27 years 2.7 percent bonus payment of base salary
 - 28 years 2.8 percent bonus payment of base salary
 - 29 years 2.9 percent bonus payment of base salary
 - 30 years 3.0 percent bonus payment of base salary

In all cases, employees with 15 years of continuous full-time service shall receive a minimum of \$350 longevity bonus payment on their anniversary dates and each year thereafter.

Notes: ABDS calculates social security, retirement, and longevity bonus for departments automatically. Retirement calculations done by ABDS are based on the actual retirement plans to which an individual belongs.

Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011

Sick Leave Reimbursement Schedule

The County will reimburse employees who retire or resign from County service for their unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the schedule described below. Non-special risk full-time employees who retire with less than 30 years will receive up to a maximum of 1,000 hours of sick leave. Special risk full-time employees and Executives in Groups 1, 2, and 3 who retire with less than 25 years will also receive up to a maximum of 1,000 hours of sick leave.

Refer to County Leave Manual Section 02.08.08 for further clarification.

Departments should only budget funds in this subobject code for those employees who will be retiring or resigning from the County during the FY 2006-07.

Non-Special Risk Full-Time Employees

<u>Length of Service</u>	<u>Percentage</u>
Less than 10 years	No payment
10 years but less than 11 years	25% payment
11 years but less than 12 years	30% payment
12 years but less than 13 years	35% payment
13 years but less than 14 years	40% payment
14 years but less than 15 years	45% payment
15 years but less than 16 years	50% payment
16 years but less than 17 years	55% payment
17 years but less than 18 years	60% payment
18 years but less than 19 years	65% payment
19 years but less than 20 years	70% payment
20 years but less than 21 years	75% payment
21 years but less than 22 years	77.5% payment
22 years but less than 23 years	80% payment
23 years but less than 24 years	82.5% payment
24 years but less than 25 years	85% payment
25 years but less than 26 years	87.5% payment
26 years but less than 27 years	90% payment
27 years but less than 28 years	92.5% payment
28 years but less than 29 years	95% payment
29 years but less than 30 years	97.5% payment
30 years or more	100% payment

**Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011**

Special Risk Full-Time Employees

Special Risk Employees who retire after 21 years of full-time county employment are subject to the following schedule:

<u>Length of Service</u>	<u>Payment</u>
21 years but less than 22 years	80% payment
22 years but less than 23 years	85% payment
23 years but less than 24 years	90% payment
24 years but less than 25 years	95% payment
25 years	100% payment

**Contact: Jay Flynn, Administrative Services Division
Employee Relations Department
(305) 375-4011**

Group Health Insurance

Subobject Code 01110

\$7,500 per person per year

New hires are not eligible for group health insurance until they have completed three months of continuous service. Part-time employees who work more than 60 hours a pay period are eligible for health insurance.

**Contact: Marsha Pascual, Risk Management Division
General Services Administration
(305) 375-4281**

Flex Dollars

Subobject Code 00122

All employees eligible for group health insurance or the Flexible Benefits Plan, who have worked for at least 90 days, will receive at least \$1,000 annually (\$38.5 per pay period) of flex dollars. Employees may receive more depending on their medical plan enrollment. ABDS will automatically use the prorated amount of \$1,097, a weighted average between all health plans.

Annual Amount Per Person

Base (\$1,000)
base + \$130
base + \$260
\$1,097

Health Plan Enrollment

Cigna, Fire Union
JMH Health Plan, AvMed, Humana
VISTA
Weighted average/default value for
vacant positions used by ABDS

Employees are eligible for flex dollars when they become eligible to enroll in a health insurance program.

Group Life Insurance

Subobject 01111

Base annual salary x .003024

**Contact: Marsha Pascual, Risk Management Division
General Services Administration
(305) 375-4281**

Unemployment Insurance

Departments should use the following schedule as a guide to budget for unemployment insurance costs.

Audit and Management Services	6,000
Aviation	17,000
Building Department	16,000
Communications	12,600
Community Action Agency	60,000
Corrections and Rehabilitation	27,500
County Commission	11,400
County Manager's Office	10,000
Elections	122,600
Environmental Resources Mgmt.	8,300
Finance	7,200
Fire and Rescue	5,600
General Government	1,100
General Services Administration	14,800
Human Services	12,200
Judicial Administration	32,500
Library	6,200
Miami-Dade Housing Agency	57,900
Miami-Dade Police	38,000
Miami-Dade Transit	34,100
Office of Strategic Business Mgmt.	1,800
Office of the Clerk	21,600
Park and Recreation	68,000
Planning and Zoning	24,000
Property Appraiser	5,400
Public Works	16,300
Seaport	11,600
Solid Waste	10,300
SFETC	13,300
Team Metro	6,100
Water and Sewer	67,400

**Contact: Clayton Baptiste, Administrative Services Division
General Services Administration
(305) 375-4123**

Departure Incentive Program

The Departure Incentive Program (DIP) lump sum payouts were completed in fiscal years 1995-96 and 1996-97. Only recurring DIP costs such as health insurance or cash payouts should be included in the base budget submission for FY 2006-07. These amounts should be based on FY 1998-99 actual recurring costs per FAMIS.

Contact: **Hazel Grace, Risk Management Division**
 General Services Administration
 (305) 375-5633

Deferred Retirement Option Program

ABDS tables have been adjusted to account for these employees that entered the Deferred Retirement Option Program (DROP) prior to December 1, 1999. Departments will need to enter the correct ABDS Florida Retirement System code for those entering DROP after December 1, 1999. General Fund departments will not need to budget DROP leave payments.

Contact: **Hazel Grace, Risk Management Division**
 General Services Administration
 (305) 375-5633

Executive Benefits Program

The Executive Benefits Program was established by the Board of County Commissioners in 1987 as a component of the total compensation package for County executives. The program guidelines provide that executives be organized as defined below:

- Group 1** - Mayor and Board of County Commissioners (BCC), County Manager, Executive and Senior Assistants to the County Manager, County Attorney, Department Directors
- Group 2** - Deputy Directors who are designated second in command within a department
- Group 3** - Exempt, professional, non-bargaining unit employees who report directly to a Group 1 or Group 2 executive

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ABDS provides a complete report by department of the executive benefits provided. ABDS calculations assume car allowance is granted at the average level for the category. To the extent that actual car allowance allocations differ from the average, you may wish to make an adjustment in subobject number 01099.

	<u>Group 1***</u>	<u>Group 2</u>	<u>Group 3*</u>	<u>Group 4**</u>	<u>Group 7**</u>
Executive Benefits Allowance	\$10,000	\$8,500	\$7,500	\$5,000	\$3,000
Car Allowance	\$250 bi-weekly	\$200 bi-weekly	\$75 bi-weekly	N/A	N/A
Parking or Metrorail	\$720	\$720	\$720		
Supplemental Pension	\$1,500				
Total	\$18,720	\$14,420	\$10,170	\$5,000	\$3,000

* Group 3 has sub-category EA which receives a pro-rata portion of the \$7,500 maximum EBA.

** Affected Group 4 and 7 employees will receive the adjustments bi-weekly.

*** The car allowance for the County Manager, Mayor, County Attorney, and elected officials has been increased from \$600 to \$800 monthly.

The car allowance should be budgeted in subobject code 00120 but will actually be charged in subobject code 31310 (auto expense reimbursement).

**Contact: Beth Carlton, Risk Management Division
General Services Administration
(305) 375-5633**

County Provided Services

**General Services Administration (GSA)
Risk Management Division**

Insurance Rates

Following are insurance rates for FY 2006-07. Departments that purchase insurance or participate in special self-insurance programs will receive individual projections for FY 2005-06. Risk Management staff can assist departments during the budget process.

The premium for Workers' Compensation is based on a department's last three fiscal years' historical experience combined with man-hour exposure relative to all other County departments and is provided at the departmental level. For budget preparation, departments may wish to distribute their premium on a budgeted position basis.

The total premium for General Liability remains at the same level as for FY 2005-06. It is provided at the departmental level and is distributed based on the number of budgeted, full-time positions as of October 1, 2005.

The Police Professional Liability premium is distributed based on claims experience between the Miami-Dade Police Department (MDPD) and the Corrections and Rehabilitation Department. A pro-rata is made for sworn personnel between MDPD and the Aviation Department.

Sub-object	Service	Rate
01115	Workers' Compensation	Reference following pages
23210	General Liability	Reference following pages
23220	Automobile Liability Insurance	
	Police Vehicles	\$950 per vehicle per year
	Light Vehicles	\$500 per vehicle per year
	Heavy Equipment	\$750 per vehicle per year
	Aviation Vehicles (excluding shuttle buses)	\$400 per vehicle per year
23230	Police Professional Liability	\$3,100,000
	- Miami-Dade Police	\$1,865,083
	- Corrections and Rehabilitation	\$1,170,098
	- Aviation	\$64,842

**Contact: Marsha Pascual, Division Director
GSA, Risk Management
(305) 375-4281**

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WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE RATES		
DEPARTMENT	Workers' Compensation 01115	General Liability 23210
ADA Coordination	1,100	200
Audit and Management Services	16,000	24,200
Animal Services	9,400	26,800
Art in Public Places	1,800	3,300
Aviation	1,824,800	0
Board of County Commissioners	58,100	52,400
Building	639,600	153,200
Building Code Compliance	22,500	26,200
Business Development	32,000	27,700
Capital Improvement Construction	17,100	2,800
Chief Information Officer	22,100	1,900
Communication	22,700	19,200
Community Action Agency	690,200	280,300
Community and Economic Development (included Empowerment Trust)	40,700	41,300
Consumer Services	62,500	53,400
Corrections and Rehabilitation	6,347,800	1,287,400
County Attorney	47,400	63,500
County Manager	21,100	35,300
Cultural Affairs Department	6,600	6,500
Elections	130,800	32,800
Employee Relations	54,000	71,100
Enterprise Technology Services	852,800	241,000
Environmental Resources Mgmt	290,600	228,400
Ethics Commission (14 Employees) (Ethics and IG have split)	6,400	1,600
Inspector General (31 Employees)	12,300	3,500
Fair Employment Practices (8 Employees)	4000	1,200
Finance	148,900	141,100
Fire and Rescue	6,443,700	806,000
General Services Administration	942,000	340,600
Office of Historic Preservation	5,200	0
Homeless Trust	3,900	5,000
Housing Finance Authority	3,100	2,300
Human Services	577,700	475,900
Independent Review Panel	2,000	2,500
International Trade Consortium	2,700	2,000
Judicial Administration	116,000	232,400
Juvenile Assessment Center	25,800	20,700
Legal Aid	17,500	24,600
Library (including the Law Library)	296,800	227,900
Medical Examiner	24,100	28,700
Metro-Miami Action Plan	9,600	9,600
Metropolitan Planning Organization	9,500	8,500
Miami-Dade Housing Agency	1,226,600	0
Miami-Dade Police	9,615,100	2,064,200
Miami-Dade Transit	7,540,700	0
Miami-Dade Water and Sewer	4,374,300	0
Office of Agenda Coordination	3,200	4,000
Office of Citizens Independent Transportation Trust	3,700	4,800
Office of Emergency Management	6,600	26,800
Office of Strategic Business Management	29,400	24,700
Office of the Clerk	879,000	598,900
Office of the Mayor	21,100	20,200
Park and Recreation	2,493,000	446,300
Performing Arts Center	2,100	2,200
Planning and Zoning	51,300	66,500
Procurement Management	38,600	38,300
Property Appraisal	315,100	118,500
Public Works	765,600	314,600
Safe Neighborhood Parks	1,300	2,000
Seaport	263,400	127,000
SFETC	53,900	0
Solid Waste Management	3,862,200	518,200
Team Metro	280,100	102,800
Vizcaya Museum	26,900	15,000
Total	\$51,715,000	\$9,507,800

Materials Management Division

U.S. Mail

U.S. Mail postage charges, currently \$0.39 per normal first-class piece, are assessed monthly. For departments on FAMIS, these charges will appear on monthly FAMIS reports as journal entries. Non-FAMIS departments will receive invoices for their charges.

Inter-Office Mail

No charge is made to departments for scheduled inter-office mail delivery services. Requested, non-scheduled deliveries will be charged the actual personnel and vehicle operating costs for those services.

Graphics Management

All presswork and graphics design services are individually priced, based on actual job costs. Cost estimates will be provided on any major project. Call Lissie Allen, Graphics Manager, at (305) 592-3016, to discuss specific needs and/or to obtain estimates. Quick copy charges are \$0.36 per impression. Production runs greater than 5,000 impressions will be charged at the reduced rate of \$0.32 per impression. A complete quick copy rate schedule is available for review upon request.

Supply Center

Stability in general merchandise process is expected to continue for FY 2006-07. Generally, departments are advised to budget amounts consistent with current spending levels.

Moving Crew Service

Services include a two-man crew, equipment and supervision necessary to fulfill most moving needs. Service rate is \$105.00 per hour.

Re-issued Furniture

A stock of pre-owned furniture is available for reissue, for a nominal service charge, from the Property Re-Allocation Unit at 2225 NW 72 Avenue, Miami, Florida.

**Contact: Lou Lesinski, Director
Materials Management Division
(305) 592-3752**

Fleet Management Division

Fleet Operating and Vehicle Replacement Charges

Table 1 shows actual Fleet Management maintenance/operations charges for FY 04/05 by department and the division's current rate structure. Fleet charges are difficult to project due to the unpredictability of the economy and various other events that affect the cost of parts, contractual services, and fuel, which accounts for a significant percent of total expenditures. Therefore, actual historical expenditures from fiscal year 2004-2005 are provided to serve as a guide for budget preparation.

A new charging model was implemented for light equipment repairs in FY 05/06 whereby labor (sub-object 26066) is now being charged for light equipment repairs instead of mileage (sub-object 26062). The mileage sub-object code will only be used to charge for pool vehicles and loaners. Fleet Management charges multiple sub-object expenditure codes in the individual index codes of your department. You may budget fleet maintenance/operations expenses in individual index and sub-object codes or budget all vehicle operating expenses in a single vehicle operating sub-object code of your choice. Departments will continue to receive a monthly detailed summary of fleet charges in their printed bill. This can be used to assist in your budget preparation.

Table 2 provides a guide for departments to use when budgeting for vehicle replacement expenses (sub-object #26067). Do not combine this amount with the fleet operations totals referred to in the preceding paragraph. Starting with model year 2005 vehicles, the light equipment vehicle replacement schedule has been extended to 8 years from the previous 6-year lifecycle. This new extended vehicle replacement plan reduces the monthly vehicle replacement charges that have contributed to lower overall projections for fiscal years 2005-06 and 2006-07.

If you are adding vehicles to your current fleet, it is the operating department's responsibility to provide the initial funding for those vehicles. Operating expenditures for additional vehicles will also need to be calculated by your department and included in your vehicle operations budget.

Insurance amounts for light road equipment (sub-object #26065) and heavy road equipment (sub-object #26075) should be calculated based on the per vehicle rates found in the General Services Administration, Risk Management Division rates section.

Contact: Olga Diaz, Operations, (305) 375-2295
Reinaldo Llerena, Vehicle Replacement Trust Fund, (305) 375-2299

FY 2006-07 Budget Submission Manual

Table 1

Dept.	Department Name	FUEL 26060	FLUIDS 26061	MILEAGE 26062	REPAIRS	Ac/Ab/Mod 26068	TOTAL
AT	County Attorney	1,996	10	2,996	1,577	340	6,920
AU	Audit & Management			8,432			8,432
AV	Aviation Department	674,830		128	1,692		676,650
BC	Bldg. Code Compliance	22,287	79	32,314	9,212	773	64,664
BD	Dept. Business Devel.			14,278	27	1,522	15,827
BL	Building Department	211,159	333	277,459	146,561	44,691	680,203
CA	C.A.A.	116,778	258	107,141	128,696	16,579	369,450
CC	County Commission	31,881	64	30,027	17,250	10,472	89,693
CD	OCED	3,630	6	8,756	9,457	2,081	23,930
CL	Clerk of Court	12,841	47	35,081	8,091	12,050	68,110
CM	County Manager	1,668		10,831	762	210	13,471
CQ	Office of Capital Improvements	5,639	36	6,584	1,895		14,154
CR	Corrections & Rehabilitation	309,622	684	288,399	377,910	44,669	1,021,284
CS	Consumer Services	50,928	165	68,008	22,487	2,529	144,118
CT	Communications	4,331	10	7,377	2,701	2,666	17,085
DE	D.E.R.M.	119,404	377	146,149	48,314	38,181	352,424
EC	Commission on Ethics	3,273	5	2,563	243		6,084
EL	Elections	17,645	-5	31,591	5,794	5,475	60,501
ET	ETSD	138,476	196	168,177	59,685	15,072	381,606
FN	Finance Department	1,114		39,628	297	4,095	45,133
FR	Miami-Dade Fire Rescue	637,672	764	1,870	619,343	58,633	1,318,283
GG	General Government	3,418	5	2,697	243		6,363
GS	G. S. A.	153,732	373	182,661	89,352	15,569	441,688
HD	Housing	281,576	898	244,878	242,883	72,154	842,389
HS	Human Services	138,560	325	116,243	269,573	14,057	538,759
IC	International Trade Consortium	826		1,336	53	2,971	5,186
JA	Judicial Administration	5,601	18	11,534	5,701	5,481	28,335
JU	Juvenile Assessment Center	2,397	15	6,658	1,983	667	11,720
LB	Library	84,092	214	69,668	78,958	10,453	243,385
MA	Office of the Mayor	3,183	5	9,681	1,107	1,535	15,510
ME	Medical Examiner	3,626	6	1,587	408	3,176	8,803
MT	M.D.T.	112,926	1,173	176,997	536,529	73,090	900,713
OC	Administrative Office of the Courts	4,618	12	10,205	10,309		25,144
PA	Property Appraiser	17,222	37	38,403	9,515	8,451	73,628
PD	Miami-Dade Police Department	7,426,611	5,807	6,164,531	3,284,827	832,319	17,714,095
PR	Park & Recreation	1,220,114	885	132,060	705,246	90,720	2,149,025
PW	Public Works	807,881	1,191	380,822	2,538,944	92,930	3,821,768
PZ	Department of Planning & Zoning	12,922	41	25,115	12,903	162	51,143
RB	Office of Community Relations			4,839	366		5,205
SA	State Attorney Office	50,971	317	12,043	58,028	10,105	131,464
SH	Special Housing	3,701	28	7,005	2,388		13,121
SP	Seaport	149,674	342	83,755	161,525	35,558	430,854
SW	Solid Waste	4,460,930	16,084	294,250	17,841,465	619,360	23,232,089
TM	Team Metro	101,470	240	139,798	55,270	13,775	310,552
VZ	Vizcaya	6,902	12	588	2,910		10,412
WM	Water & Sewer	2,408,316	1,880	946,175	406,619	3,183	3,766,172
Total		19,826,443	32,935	10,351,315	27,779,098	2,165,754	60,155,545
¹ Departments with actual Fleet charges less than \$5,000 are not included above.							
² For FY 2005/2006, departments should note that mileage will only be charged for Pool and Loaner vehicles. Labor will now be charged in lieu of mileage for repairs of assigned vehicles.							
³ Repair values include total charges for parts, labor, and commercial subletting for the following sub-object codes: 26063, 26064, 26066, 26072, 26073, 26074							
FY 2005-2006 GSA Fleet Management Rate Structure							
Labor: \$71 + \$2 per labor hour surcharge on County, non-policy light vehicles for building capital program (fund 030)							
Parts: Cost + 25%							
Commercial Sublet: Cost + 12%							
Mileage charge: Pool Vehicles: \$0.25 per mile; Loaner Vehicles: \$0.30 per mile							
Fuel: For County agencies: Cost + \$.13 a gallon surcharge comprised of \$0.08 for mandated environmental/fueling projects and \$0.05 for fuel facilities management.							

FY 2006-07 Budget Submission Manual

Table 2
Fleet Vehicle Replacement Charges

DEPT. INITIAL	COUNTY DEPARTMENT	2004 - 2005 ACTUAL	2005- 2006 BUDGET	2005 - 2006 PROJECTED	2006- 2007 BUDGET
BC	Bldg. Code Compliance	\$ 76,250	\$ 80,000	\$ 75,000	\$ 70,000
BL	Building Department	\$ 394,400	\$ 375,000	\$ 360,000	\$ 340,000
CA	C.A.A.	\$ 179,850	\$ 190,000	\$ 180,000	\$ 170,000
CQ	Capital Improvement Cons	\$ 23,525	\$ 25,000	\$ 25,000	\$ 20,000
CL	Clerk of Court	\$ 54,450	\$ 57,000	\$ 50,000	\$ 40,000
CT	Communications	\$ 16,575	\$ 20,000	\$ 20,000	\$ 20,000
CD	Community Development	\$ 12,075	\$ 10,000	\$ 18,000	\$ 22,000
CS	Consumer Services	\$ 116,225	\$ 125,000	\$ 120,000	\$ 115,000
CR	Corrections & Rehabilitation	\$ 807,325	\$ 1,200,000	\$ 800,000	\$ 750,000
CC	County Commission	\$ 38,875	\$ 30,000	\$ 40,000	\$ 42,000
CM	County Manager	\$ 4,925	\$ 9,000	\$ 9,000	\$ 9,000
DE	D.E.R.M.	\$ 400,800	\$ 400,000	\$ 360,000	\$ 330,000
BD	Dept. Business Development	\$ 11,550	\$ 13,000	\$ 13,000	\$ 13,000
PZ	Dept. of Planning & Zoning	\$ 36,775	\$ 45,000	\$ 45,000	\$ 45,000
EL	Elections	\$ 73,725	\$ 45,000	\$ 75,000	\$ 75,000
ET	ETSD	\$ 319,550	\$ 330,000	\$ 330,000	\$ 300,000
FN	Finance	\$ 36,100	\$ 35,000	\$ 37,000	\$ 37,000
FR	Fire	\$ 4,427,800	\$ 5,250,000	\$ 4,720,000	\$ 5,700,000
GS	G. S. A.	\$ 344,950	\$ 345,000	\$ 320,000	\$ 310,000
HS	Human Services	\$ 374,525	\$ 435,000	\$ 325,000	\$ 275,000
JA	Judicial Administration	\$ 16,150	\$ 45,000	\$ 10,000	\$ 10,000
JU	Juvenile Assessment Center	\$ 8,750	\$ 25,000	\$ 20,000	\$ 20,000
LB	Library	\$ 177,600	\$ 185,000	\$ 185,000	\$ 175,000
PD	M.D.P.D.	\$ 8,628,550	\$ 10,000,000	\$ 8,500,000	\$ 9,000,000
MT	M.D.T.A.	\$ 131,675	\$ 125,000	\$ 140,000	\$ 140,000
ME	Medical Examiner	\$ 8,925	\$ 10,000	\$ 10,000	\$ 10,000
HD	Metro Dade Housing Agency	\$ 876,475	\$ 875,000	\$ 785,000	\$ 755,000
MA	Office of the Mayor	\$ 23,925	\$ 20,000	\$ 30,000	\$ 30,000
PR	Parks & Recreation	\$ 1,318,850	\$ 1,300,000	\$ 1,100,000	\$ 1,000,000
PA	Property Appraiser	\$ 106,575	\$ 125,000	\$ 110,000	\$ 110,000
PW	Public Works	\$ 1,302,800	\$ 1,210,000	\$ 1,800,000	\$ 2,500,000
SP	Seaport	\$ 348,100	\$ 360,000	\$ 320,000	\$ 300,000
SW	Solid Waste	\$ 683,757	\$ 525,000	\$ 785,000	\$ 750,000
TM	Team Metro	\$ 232,100	\$ 255,000	\$ 180,100	\$ 100,000
VZ	Vizcaya	\$ 11,700	\$ 13,000	\$ 13,000	\$ 13,000

Note: Departments with actual and projected fleet charges less than \$ 5,000 are excluded.

Facilities and Utilities Management

Facility After-Hours Charges

Departments anticipating use of GSA-managed buildings outside of normal operating hours should budget these amounts to cover the additional utilities, security, janitorial and building labor expense associated with making the building available during such periods. For court and other facilities that require additional security such as screeners or court security officers, additional charges may be applied. There may be additional security or janitorial charges for special events. If your building is not listed below, please contact the Physical Plant Manager at the number below.

<u>BUILDING</u>	<u>AFTER-HOUR CHARGE (PER HOUR)</u>
Caleb Center	\$55.00
Courthouse Center	\$55.00
Dade County Courthouse	\$55.00
E.R. Graham Building	\$55.00
Elections/311 Building	\$55.00
Hialeah Branch Courthouse	\$55.00
Hickman Building	\$55.00
Metro Annex	\$50.00
Miami-Dade Flagler Building	\$65.00
North Miami-Dade Justice Center	\$55.00
Public Defender Building	\$55.00
Richard E. Gerstein Building	\$65.00
South Miami-Dade Government Center	\$55.00
Stephen P. Clark Center (Floors 1-17)	\$135.00
Stephen P. Clark Center (Floors 18-29)	\$150.00

**Contact: Juan Silva, Facilities and Utilities Management Division
General Services Administration
(305) 375-3466**

Security Services

GSA's fee structure for security services is currently under review by GSA and OSBM. Fee adjustments (up or down) for fiscal year 2006-07 may be required, but will be communicated to departments under separate cover prior to finalization of departmental budgets.

SERVICES	CHARGES
Service calls for maintenance and repair on alarms, closed circuit television, and other security equipment	\$55.00 per hour plus parts and charges;
Installation of new security equipment	Call for an estimate
Security Alarm System Monitoring: Non-Key Response - GSA notifies facility's contact person and/or police upon alarm activation. Computer reports listing dates and times that facility is opened and closed are available upon request	\$36.00 per month for each numbered account
Security Alarm System Monitoring: Key Response - GSA notifies facility's person and/ or police when alarms are activated. If needed, GSA will respond to let police enter facility and will reset alarm if necessary. Departments requesting this service must provide a set of keys to GSA. Computer reports listing opening and closing times of facilities are available upon request	\$54.00 per month for each numbers account
Administration of security guard contracts and on-site supervision	Seven percent (7%) added to invoices
Vehicle (patrol car or motorized cart) – for security officer	\$3.00 per hour for patrol vehicle; \$1.00 per hour for motorized cart (8 hours minimum). Charges based on current vendor contracts, and subject to change
Security guards, armed or unarmed with radios and uniforms or blazers Level 1: Watchman-type guard unarmed Level 2: Standard guard, armed or unarmed Level 3: Specially trained, armed security Officer Screener: Specially-trained operator of electronic screening equipment (magnetometers and X-ray machines)	Subject to competitively bid service contract with private vendors. Amount varies according to sector. Contact GSA Security for a more detailed expense projection for individual locations or departments.
Security surveys, investigations, consultations, surveillance planning	\$65.00 per hour

**Contact: Daniel Payne, Facilities and Utilities Management Division
General Services Administration
(305) 375-1010**

Integrated Pest Management

In 1993, the County Manager established an Integrated Pest Management (IPM) Program to be directed by an entomologist under GSA's supervision. The IPM Program has replaced conventional pest control measures that use potentially toxic chemicals with environmentally safe procedures. Funding for this program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the Department of Procurement Management. Departments should budget IPM charges under sub object code 22340 in accordance with the schedule below. Included in this charge is availability of the entomologist for consultant services for departments' individual pest control problems.

Department	No. of Facilities	% of Total	Total Cost
Aviation	132	20.9%	\$25,100
Community Action Agency	30	4.7%	\$5,700
Consumer Services	3	0.5%	\$600
Correction and Rehabilitation	10	1.6%	\$1,900
Fire	42	6.6%	\$8,000
General Services Administration	38	6.0%	\$7,200
Human Services	46	7.3%	\$8,700
Library	28	4.4%	\$5,300
Park and Recreation	113	17.9%	\$21,500
Miami-Dade Police	14	2.2%	\$2,700
Miami-Dade Transit	58	9.2%	\$11,000
Public Works	28	4.4%	\$5,300
Seaport	32	5.1%	\$6,100
Solid Waste	33	5.2%	\$6,300
Water and Sewer	25	4.0%	\$4,700
TOTAL	<u>632</u>	<u>100%</u>	<u>\$120,000</u>

**Contact: Jude Plummer, Facilities Management Division
General Services Administration
(305) 375-3730**

On-Site Generator Support

GSA's fee structure for on-site generator service is currently under review by GSA and OSBM. Fee adjustments (up or down) for fiscal year 2006-07 may be required, but will be communicated to departments under separate cover prior to finalization of departmental budgets.

Level "A" – Prime Power
Level "B" – Stand-by Power
Level "C" – Emergency Light Duty Generators

On-site electric power generators provide auxiliary prime and backup power to County-owned facilities. Scheduled preventive maintenance is provided in accordance with a service agreement for each unit, for a fixed monthly fee. Emergency and other unscheduled repair services are charged on a time and materials basis.

Standard operations and maintenance service for all classes of backup and/or emergency generators are provided under three types of service agreements: weekly, bi-weekly and monthly. Rates are quoted on service agreements with departments for each machine. For special requests not covered by the mentioned agreements, rates follow:

GSA's service technicians at Regular time	\$62.00 per hour
GSA's service technicians at Overtime	\$91.00 per hour
Outside contractors during normal working hours	\$85.00 per hour
Outside contractors Overtime	\$120.00 per hour

Departments and agencies will be charged by GSA for actual hourly and overtime rates for the outside labor and parts used. Hourly rate includes transportation and consumables.

GSA is not responsible for refueling generator tanks. This responsibility rests with the facility manager of the department owning the equipment.

**Contact: Gustavo H. Suarez, Facilities Management Division
General Services Administration
(305) 375-1818**

Electrical Energy

Each department will receive its electricity cost projections for FY 2005-06 from GSA, based upon the department's actual accounts by rate and facility. The cost variables in each rate are calculated based on energy usage budgeted for FY 2005-06 and specified rate inflation factors.

Departments will need to assess FY 2004-05 actual and FY 2005-06 projected usages by facility to determine any adjustments that will result from operational changes or equipment modifications. If these changes result in a cost different from GSA's projection, the department should contact GSA, Facilities and Utilities Management.

**Contact: Reynaldo Abrahante, Facilities and Utilities Management Division
General Services Administration
(305) 375-5242**

Elevator Maintenance Management and Inspection

Facilities and Utilities Management Division oversees the administration of the County's maintenance contracts for elevators, escalators, moving walks, and conveyors. As a part of this function, staff performs contract compliance field inspections, conducts periodic compliance meetings with vendors, and responds to specific departmental complaints. In addition, consulting services are available to assist departments with new equipment needs, as well as to address the maintenance and operational issues for existing equipment. Assistance with special projects or the investigation of catastrophic accidents or damage is also available. Departments requiring the services of GSA's Elevator Engineer will be charged the below listed rate.

Elevator Section Support Staff	\$75.00 per hour
Deputy Chief Elevator Inspector	\$85.00 per hour
GSA's Elevator Engineer	\$90.00 per hour

Office of Elevator Safety

As in the past, all services rendered by the Elevator Section are fee-based. Total expense for each department will vary, depending on the total number of units; the age, degree of use, and condition of the units; and the number of new units in planning or installation. Departments should contact GSA for a more detailed expense projection for each agency.

On behalf of Miami-Dade County in its contract with the State of Florida, the GSA Office of Elevator Safety (OES) serves as jurisdictional authority for all public and private elevators, escalators and related equipment in Miami-Dade County, with the exception of non-County equipment within the Cities of Miami and Miami Beach. This entails the issuance of construction and repair permits, Certificates of Operation, oversight of all inspection activity in the regulated environment, collection of mandated fees and fines, and the monitoring of complaints, accidents and private inspections of private buildings. In addition, OES also performs periodic code-required inspections for existing and new elevators and related equipment in **all** County facilities, including the Public Health Trust and Miami-Dade Transit. All of the services described in this section are provided on a fixed fee scale.

The fees charged for permits for new equipment and repairs, and for Certificates of Operation are mandated and established by State Law. OES is required by law to charge those fees to County agencies, in the same amount as for private buildings. These costs are established by law to recover the cost of administering the program. Please refer to the service rates section for rate information by visiting GSA'S website at:

<http://www.miamidade.gov/gsa/ElevatorMain.asp>

The Office of Elevator Safety also anticipates providing the witnessing of equipment tests to comply with new regulatory requirements. This service, not previously required or: provided, generally requires one hour per unit per year, for hydraulic elevators and

for annual tests of electric elevators, and will be billed at the standard \$75.00 hourly rate. Tests for moving walks and escalators and five-year tests for electric elevators are slightly higher, and will be charged in accordance with the fee schedule. Please refer to the service rates section for rate information by visiting GSA'S website at:

<http://www.miamidade.gov/gsa/ElevatorMain.asp>

**Contact: Michael A. Chavez, Facilities and Utilities Management Division
General Services Administration
(305) 375-3912**

Real Estate Services

GSA's fee structure for real estate services is currently under review by GSA and OSBM. Fee adjustments (up or down) for fiscal year 2006-07 may be required, but will be communicated to departments under separate cover prior to finalization of departmental budgets.

Lease Management Services

Lease management services are provided to all County departments that lease space. These services include locating space, negotiating and preparing lease contracts, processing contracts for BCC approval, overseeing design, build-out and occupancy of space, coordinating meetings as required and submitting items for review to the appropriate agencies. Staff also performs lease and property management services, coordinates maintenance and repairs to space, and administers all accounting activity for leases. The fee for these services is eight percent (8%) of the lease payments.

Land Sale Services

The disposal process for County real property requires coordinating an assessment of future need for the real property by County agencies, processing requests to the Planning Advisory Board, administering the competitive bidding process, conducting contract closings, and processing agenda items to the BCC for required approvals. The standard fee for these services is ten percent (10%) of the sales price.

Acquisition/Development Services

The acquisition and/or development of real property and facilities for County departments includes identifying and analyzing potential County and non-County sites; conducting site planning activities; securing necessary surveys, title abstracts, appraisals, environmental assessments and other professional services; negotiating and preparing contracts, deeds, easements and other legal documents for the purchase, donation, or use of non-County real property; conducting contract closing; and processing agenda items for BCC approval; furthermore, the Real Estate Section of GSA/FUMD administers the process required to get BCC approval for County land

use, which includes coordinating the review of proposals by the Site Review Committee, preparation of the committee's recommendation to the BCC, coordinating neighborhood meetings as required; submitting the item for review to the appropriate Community Council; and securing required legal notices for public meetings. In addition, departments leasing property or space from the private sector may require a zoning hearing for the planned use. This office is also available to assist departments with this process, including the hearing before the appropriate Community Council. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA, plus a \$1,425 Planning and Zoning Department fee for administrative and advertising expenses when applicable.

**Contact: Elva R. Marin, Facilities and Utilities Management Division
General Services Administration
(305) 375-5754**

Proprietary Rent Roll

The Proprietary Rent Roll is currently under review by GSA and OSBM. Rent adjustments (up or down) for fiscal year 2006-07 may be required, but will be communicated to departments under separate cover prior to December 15, 2005.

**Contact: Juan C. Silva, Facilities and Utilities Management Division
General Services Administration
(305) 375-3466**

Joint Development

Projects involving complex real estate transactions between County and private developers are handled by the GSA, Chief of Real Estate Development. These projects typically involve negotiating complex leases and/or purchase options for County agencies, as well as preparing cost/benefit analyses and pro-forma statements. The fee for these services is based upon the time spent and actual out-of-pocket expenses incurred by GSA and or commissions. Fees for subsequent GSA services arising from projects would continue to apply.

**Contact: Leland Solomon, Chief, Real Estate Development
General Services Administration
(305) 375-4421**

ADMINISTRATIVE SERVICES DIVISION

Monthly Parking of County Vehicles

All County vehicles that park in County parking facilities will be charged a monthly fee. The rate for each month or part thereof, is \$35.00 per vehicle. Departments should base their annual budget expenditures on the following formula: (number of vehicles x \$35.00 x 12). Sub-object 31320 should be used for this purpose.

Daily Parking of County Vehicles or Downtown Business Visits

County departments and agencies may continue to purchase parking validation stickers for their employees' use when on downtown business or by visitors to their departments. Stickers can be purchased in booklets of 100 for \$360. Departments and agencies may acquire these booklets by having their authorized representatives send their purchase requests, via memo, with their index code or check to the Parking Manager. Employees and visitors will then be issued stickers by their respective departments or agencies, as needed. Stickers, which will be honored at any GSA-managed Parking Facility, are to be attached to the parking ticket and surrendered to the cashier when exiting the facility.

Remember:

- Validation stickers can be pre-purchased in booklets of 100 stickers, for \$360.
- The department or agency manages sticker purchase, issuance and usage.
- No more logs for departmental back-charges, by journal entry.
- **Failure to submit a validation sticker will require payment of the FULL TICKET parking rate at the cashier's window.**
- No more long, waiting lines at the cashier; simply surrender the validated ticket.
- You can access the parking website for your parking needs; applications, cancellations and service changes.
- Monthly rates for non-County vehicles follow:

140 West Flagler Garage	\$63.80
Hickman Garage	\$58.03
Cultural Center Garage	\$58.03
Courthouse Center	\$61.60
Mahi Shrine Lot	\$44.00
SPCC North Lot	\$54.29
Civic Center #25	\$47.30
Graham Lot	\$50.60
West Lot	\$41.80
Hickman Lot	\$33.00

**Contact: Carlos Gutierrez, Administrative Services Division
General Services Administration
(305) 375-3913**

Construction Management and Renovation Services Division

GSA's fee structure for Service Tickets/Work Orders/Capital Projects is currently under review by GSA and OSBM. Fee adjustments (up or down) for fiscal year 2006-07 may be required, but will be hopefully communicated to departments under separate cover prior to finalization of departmental budgets.

Service Tickets / Work Orders / Hurricane Repairs / Capital Projects

County departments must use the Work Order and Service Ticket system, through the Construction Management and Renovation Services (CMRS) Division, to initiate requests for repairs, preventive maintenance, space planning, office designs or relocations, furniture acquisition, graphic design, signage improvements, architectural and engineering building renovation, and new construction work to be performed at their facilities. Departments are encouraged to determine their needs or request assistance from CMRS with estimating project costs for budgeting purposes, for work that will be initiated during the fiscal year. Billing for all work occurs on a monthly basis.

- Service Tickets are used for interior remodeling, repairs and preventive maintenance on systems such as plumbing, electrical, air conditioning, carpentry, painting, signage requests, furniture acquisition, and office redesign. Service Tickets are also opened when a department requests a preliminary estimate and/or a Scope of Work to be developed for a larger project. Service tickets should also be initiated for minor damages to facilities caused by Tropical Storms or Hurricanes.
- Work orders are initiated when it is determined that the scope of work being requested is for major repairs or renovations of plumbing, roof replacement, air conditioning, office relocations, or redesigns. These are larger type, higher cost jobs and longer in duration than Service Tickets. Work Orders should be generated for excessive damages, major roof and facility repairs needing to occur because of Tropical Storms or Hurricanes.
- Capital Projects are the largest type of project managed by CMRS. These are designated Capital Projects by the User Agency, the Office of Strategic Business Management (OSBM), the OSBM Capital Coordinator and the CMRS Division. Capital Projects should also be initiated on a Work Order form.

Forms may be requested from the CMRS Division and will be sent to your office for completion. Call (305) 375-4131 for work related to furniture needs, carpeting, signage, office design, or space planning. To place all other requests for general repairs, renovations, Hurricane damage repairs or routine maintenance work call (305) 547-5246. When the requesting department completes the forms with valid index codes, and the authorized signatures are acquired, the jobs are submitted for scheduling by the CMRS Division.

The following factors assist in prioritizing the response time for work assignments: emergency, health, life safety, and projected duration of the project. Work is typically performed during normal business hours except for emergencies or when it has been determined that the work is of such nature that it cannot be performed during the normal workday due to the disruption of the department's operations. Please note in your submissions any pertinent factors that would need to be considered for proper scheduling. The final decision to proceed is based on the nature of the work required and confirmed funding availability.

**Contact: Etta A. Jardine,
Construction Management and Renovation Services Division
General Services Administration
(305) 375-1101**

Office of Americans with Disabilities Act Coordination

For sign language interpreters cost, departments should anticipate a 4% increase in hourly fees over FY 2006-07 costs. Each department should budget their sign language interpreter services specifically in sub-object 11502.

Refer to A.O. 10-10 for ADA requirements to provide effective communication. Each department director has designated a person who is responsible for coordinating sign language interpreting services. That person may, or may not, be the departmental ADA Coordinator. That person should be able to assist you in projecting usage for the upcoming budget year. Public meetings are required to have sign language interpreters unless people who are deaf have received notice ahead of time to call the meeting organizer in advance to arrange for interpreters. Your strategy in this respect can have a significant effect on your expenditures in this sub-object.

The Office of ADA Coordination can translate documents into Braille for you. ADA requirements for providing materials in accessible format are also covered in AO 10-10. The same notice requirements that apply to sign language interpreters also apply to materials in accessible format.

**New Construction, Alterations, Maintenance,
and Architectural Barrier Removal**

Departments need to consider several aspects of the Americans with Disabilities Act Title II requirements when budgeting for facilities.

All new construction must be fully accessible. There will be times when just meeting minimum code requirements will not meet the needs of all people who have disabilities; some people who have a disability may not, for instance, be able to negotiate long ramps provided in lieu of an elevator. You may need to budget more to make facilities usable and easily accessible to all people.

Alterations trigger ADA requirements for accessibility. At a minimum, changes need to meet standards of accessibility. If alterations amount to an alteration of a whole area, then the whole area must be made accessible. If alterations are made to a primary function area, such as offices, classrooms, a reception area, or an area of assembly, then the path of travel, including the route from the parking to the area, and the restrooms, telephones and water fountains serving the primary function area, must be made accessible as long as the cost does not exceed 20% of the cost of the changes to the primary function area. That means that if the path of travel is not already accessible, an additional amount equal to 20% of the cost of the changes to the primary function area should be budgeted. That amount can be reduced if the cost to make the path of travel accessible can be determined to be less. If the cost to make the path of travel accessible exceeds 20%, the issue should be discussed with the Office of ADA Coordination to determine if the alteration offers a cost efficient opportunity for the County to meet ADA barrier removal requirements. The Office of ADA Coordination now has an inspector who can be made available to help you determine what barriers exist in the path of travel. Departments need to make sure that all their plans are approved by the Office of ADA Coordination Design Division to insure compliance with ADA requirements and need to schedule the ADA Coordination inspector to participate in the initial punch list walk through.

The Florida Building Code and the ADA both require that facilities be maintained so they continue to be accessible. Changes cannot be made that reduce accessibility. Walkways, pavers and ramps that become inaccessible because of roots or settling must be repaired. Door closers that can no longer be adjusted to meet maximum opening force requirements must be replaced. Accessible restrooms, assistive listening devices, and other features of accessibility must be maintained in good working order. Sufficient amounts need to be budgeted to do maintenance and repairs with the correct replacements and to maintain a level of maintenance that provides accessible facilities. Furniture, file cabinets, boxes, waste receptacles, etc. must not be placed in spaces required to be clear for accessibility. You need to budget for sufficient space in your facilities to keep your programs accessible.

In addition, Title II of the ADA requires that architectural barriers that deny access to programs or services be removed unless such removal will create an undue financial and administrative burden on the County. Such Barrier removal should have occurred by January of 1995. Since its creation shortly after the passage of the ADA, the Office of ADA Coordination has, for GSA maintained facilities, been working on a list of priorities developed in conjunction with the Commission on Disability Issues. Utilizing an annual capital allocation and GOB funding, the County has a transition plan to remove barriers in all GSA maintained facilities over a set period of time. Priorities change based on departmental need, complaints by persons with disabilities, and lawsuits. Proprietary departments are responsible for their own barrier removal and need to budget for it. The Office of ADA Coordination and the Commission on Disability Issues can provide assistance to all departments in the development of barrier removal plans.

Contact: Dan Holder
Office of ADA Administration
(305) 375-2013

Procurement Management

Schedule of Commonly Used Equipment

<u>Description</u>	<u>Commodity Code</u>	<u>Unit Cost</u>
Air Conditioners(Not Installed) 10,000 BTU (LG Electronics)	03000	\$385.00
Air Conditioners(Not Installed) 12,000 BTU (Friedrich)	03000	\$480.00
Air Conditioners(Not Installed) 18,500 BTU (Friedrich)	03000	\$635.00
Air Conditioners(Not Installed) 24,000 BTU (Friedrich)	03000	\$900.00
Cabinets, steel, filing, with lock, 2 drawer letter	42500	\$330.00
Cabinets, steel, filing, with lock, 2 drawer legal	42500	\$330.00
Cabinets, steel, filing, with lock, 4 drawer, letter	42500	\$480.00
Cabinets, steel, filing, with lock, 4 drawer, legal	42500	\$480.00
Cabinets, steel, filing, with lock, 5 drawer, letter	42500	\$570.00
Cabinets, storage supply, steel, 78" x 36" x 18"	42500	\$340.00
Map (file) complete with cap & base, 36" x 48"	42524	\$935.00
Calculator, electronic, printing, 4-function with memory	60016	\$119.89
Cameras, 35mm, SLR with lens	65527	\$370.00
Cameras, Polaroid, 600 - twin pack	65527	\$26.00
Chain saw, 18" bar, Echo, #CS-3000	44500	\$396.00
Chairs, metal posture, swivel, with arms, high back	42500	\$435.00
Chairs, metal posture, swivel, with arms, high back, metal side, with arm	42500	\$435.00
Chairs, metal posture, swivel, with arms, high back, metal side, without arm	42500	\$75.00
Chairs, metal posture, swivel, with arms, high back, metal secretarial posture swivel	42500	\$115.00
Desk, steel, double pedestal, 30 x 60	42500	\$500.00
Desk, steel, double pedestal, 30 x 60, secretarial with work station-type adjunct	42500	\$643.00
Dictator, with standard microphone	60052	\$349.99
Transcriber, with foot pedal and earphones	60052	\$329.95
Dividers, room, fabric, straight, 6' W x 5" H	60052	\$154.00
Drill, electric, 1/2", Makita 6013BR	44500	\$204.59
Drill, electric, 3/8", Dewalt 1166	44500	\$64.90
Drill, pneumatic impact, 3/4"	44500	\$242.00
Edger, Stick, John Deere XT 1205E	51563	\$328.90

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<u>Description</u>	<u>Commodity Code</u>	<u>Unit Cost</u>
Fax Machine, Bubble Jet, Plain Paper, programmable keys, speed dial and quick scan	60061	\$460.99
Fax Machine, Laser, Plain Paper, Function/Large memory scanner, speed dial, PC File transfer/printer/scanner	60061	\$855.80
Lawn Mower, Walk-Behind, John Deere JA62	51563	\$669.90
Lawn Mower, 21" Cut-Hand, Pushed Toro #20444	51563	\$490.59
Outboard motor for boat, 6HP manual, 15" Evinrude	12000	\$1,278.20
Outboard motor for boat, 6HP manual, 20" Evinrude	12000	\$1,290.30
Outboard motor for boat, 8HP, manual, 15" Evinrude	12000	\$1,392.60
Outboard motor for boat, 8HP, manual, 20" Evinrude	12000	\$1,404.70
Outboard motor for boat, 9.9HP, manual, 15" Evinrude	12000	\$1,805.10
Outboard motor for boat, 9.9HP, manual, 20" Evinrude	12000	\$1,834.80
Outboard motor for boat, 15HP, electric, 15" Evinrude	12000	\$2,112.00
Outboard motor for boat, 20HP, electric, 20" Evinrude, push button start	12000	\$1,692.57
Outboard motor for boat, 15HP, electric, 20" Evinrude, remote start	12000	\$2,132.90
Outboard motor for boat, 25HP, electric, 15", 4 stroke E25EL451, Evinrude, remote start	12000	\$2,829.20
Outboard motor for boat, 25 HP, electric, 20", 4 stroke E25EL451, Evinrude, remote start	12000	\$2,857.80
Outboard motor for boat, 25HP, electric, 15", Evinrude, push button start	12000	\$1,973.40
Outboard motor for boat, 40HP, electric, 20", Evinrude, remote start, Touch Trim	12000	\$3,661.90
Outboard motor for boat, 40HP, electric, 20", Evinrude, remote start, TNT	12000	\$2,428.80
Outboard motor for boat, 40HP, electric, 15", Evinrude, push button start	12000	\$2,933.70
Outboard motor for boat, 40HP, electric, 15", Evinrude, push button start, Touch Trim	12000	\$2,200.00
Projector, overhead	88030	\$456.49
Projector, slide	88030	\$494.95
Screen, projection 70" x 70"	88030	\$158.24
Pager Rental, Tone & Voice, Local	72506	\$2.09/mo
Pager Rental, Tone & Voice, Statewide	72506	\$5.39/mo
Pager Rental, Tone & Voice, Nationwide	72506	\$18.65/mo
Pager Rental, Digital, Local	72506	\$6.55/mo
Pager Rental, Digital, Statewide	72506	\$6.93/mo

FY 2006-07 Budget Submission Manual

<u>Description</u>	<u>Commodity Code</u>	<u>Unit Cost</u>
Pager Rental, Digital, Nationwide	72506	\$38.45/mo
Personal Computer, XPS 200, Pentium 4 processor, at 3.4 GHZ system	20502	\$999.00
Personal Computer, Dell 8300, Memory, 256MB, PC1066, RDRAM (2X1GB modules)	20537	\$220.00
Hard Drive (7200 RPM) 160 GB	20543	\$40.00
Monitor, 17 inch (16.0 viewable, .27dp) 1704 FPT	20543	\$300.00
Video Card, 128MB DDRNVIDIA	20537	\$80.00
Integrated Audio with Soundblaster Pro/16 Compatibility	20543	25.00
24X CD-RW / DVD	20543	\$100.00
Dell Keyboard, Mouse	20543	\$10.00
HP Laserjet 4200 Laser Printer	20547	\$1,116.67
HP Colorjet 4600 Laser Printer	20547	\$1,937.10
HP Color Deskjet 6122	25047	\$198.00
Public Address System	48047	\$1,378.10
Line Trimmer, John Deere XT140SB	51535	\$362.99
Tape Recorder, Portable Cassette, Built-in Condenser Microphone, uses standard cassettes	48082	\$63.20
Typewriters, Wheelwriter, Swintec 7040	60087	\$896.50
Welding and Cutting Outfit, complete	89500	\$299.00
File cabinets, lateral, 2 drawer, legal	42500	\$265.00
File cabinets, lateral, 4 drawer, legal	42500	\$420.00
File cabinets, lateral, 5 drawer, legal	42500	\$600.00
Stack chairs, with arms	42500	\$50.00
Stack chairs, without arms	42500	\$65.00
Stack chairs, without arms, but sled bases	42500	\$60.00
Folding tables - Conference Type, 30" x 72"	42500	\$70.00
Folding tables - Conference Type, 36" x 96"	42500	\$95.00

**Contact: Amos Roundtree, Purchasing Division
Procurement Management Department
(305) 375-1574**

EMPLOYEE RELATIONS DEPARTMENT

Testing and Validation Reimbursement Schedule

The following departments should budget funds as indicated below for projected services to be rendered by the Testing and Validation Section, Employee Relations Department.

<u>Department Name</u>	<u>Total Costs</u>
Miami-Dade Transit	\$176,000
Miami-Dade Police	134,000
Fire and Rescue	154,000
Corrections and Rehabilitation	72,000
Aviation	73,000
General Government	40,000
Total	<u>\$649,000</u>

The following departments should budget funds as indicated below for services related to payroll and unemployment compensation.

<u>Department Name</u>	<u>Total Costs</u>
General Services Administration	\$315,000
Water and Sewer Department	62,000
Transit	43,000
Total	<u>\$420,000</u>

**Contact: Mary Lou Rizzo, Personnel Services Division
Employee Relations Department
(305) 375-2670**

Supervisor Certification Program

The Supervisor Certification Program is designed to increase the understanding and application of State and County legislation pertaining to the duties of Miami-Dade County Supervisors. This training is mandatory for all first-level supervisors at a charge of \$85 per person per course for seven core courses and two elective courses.

Core Courses:

Basic Management Skills (8 hours)
Business Writing (8 hours)
Orientation to Personnel Issues and Procedures (4 hours)
Fair Employment Practices (8 hours)
Understanding the Employee Appraisal System: A Proactive Approach (8 hours)
The Progressive Discipline System: Practice and Procedures (8 hours)
Supervisory Safety: Accident Prevention and Safety Awareness (8 hours)

Elective Courses:

Cultural Diversity (8 hours)
Customer Service and Communication (8 hours)
Procurement Guidelines (4 hours)
Structured Interview and Selection Techniques (8 hours)
Violence in the Workplace (4 hours)
Ethics (4 hours)
Accelerated Learning (8 hours)
Conflict Resolution (8 hours)
Dealing with Difficult People (4 hours)
Domestic Violence Awareness (4 hours)

**Contact: Connie Butler, Career Development Division
Employee Relations Department
(305) 375-2473**

New Employee Orientation Program

New employee orientation charge is \$100 for the two-day orientation workshop.

Enterprise Technology Services Department

The Enterprise Technology Services Department (ETSD) is the information technology service provider for county departments and agencies. By using the many ETSD services available, county staff is enabled to conduct their day-to-day operations and citizens are able to conduct business on-line with our government.

Technology Solutions (Application and Integration Services)

- Electronic Document Management System (EDMS) – *Electronic File Cabinets*
- Geographic Information Systems (GIS) - *Maps*
- Enterprise Asset Management Systems (EAMS) Application Support – *MDC Assets*
- Custom Applications Development on Multiple Platforms
- 311 Answer Center Support
- Public Safety Systems
- CAD 911 and Burglar Alarm
- Justice and Courts Systems
- Human Resources Systems
- Budget and Financial Systems
- Interactive Voice Response Systems (IVR) Development
- Mobile Applications – Handhelds
- Electronic Commerce Systems

Technical Services (Infrastructure)

- Field Services – *PC and Telephone*
- Radio Communications Services
- Network Architecture
- Connectivity Services
- Storage Services
- Back up Services
- Email and Messaging Services
- Database Services
- Engineering Design Services
- On Line Report Services
- Management of Production Platforms
- Disaster Recovery (Mainframe)
- Report Production

Customer Relations

- IT Service Center – *305.596.HELP*
- Relationship/Account Management
- Communications and Business Development

Security

- Security/Security Policy Services
- Anti-Virus

Project Management Services

- Project Management Office (PMO)

Online Services

- Web Design & Publishing
- Content Management

BILLABLE SERVICES

Technology Solutions

Technology Solutions encompass the development and maintenance services personnel required to support applications on an Enterprise, Consortium or Department Specific basis. Maintenance, Enhancements, New Development, Integration Services, Vendor Package implementations, and Adhoc requests are all billable at the same rate. The customer has a choice among an hourly, annual, or semi-annual rate to pay for billable services. Please note that the application rates provided below are used for standard application services as well as specialized services to include GIS, and EDMS.

Departments will have to budget for implementation costs paid to an outside vendor; DASD (Storage); and departmental infrastructure costs. Please refer to the service rates section for rate information.

Online Services

Online Services include the design, development and maintenance of internet services for Miami-Dade County and other quasi-public sector entities. Please refer to the service rates section for rate information.

Geographic Information System (GIS) Services

ETSD will provide the following Geographic Information System (GIS) services at no charge to include ESRI license maintenance cost (using the County's Infrastructure); hosting of departments applications (Using County's Infrastructure), maintenance of development environment; use of enterprise GIS plotters; access to orthophotography, and maintenance of general GIS applications to include base and general layers not maintained by other departments.

Departments will have to budget for map creation, layer development, data manipulation, report generation, storage of departmental data above 5 Gigabytes, installation of GIS software on departmental servers, departmental infrastructure costs and application development and maintenance of departmental specific applications. Please refer to the service rates section for rate information.

Autodesk License Costs

Autodesk software licenses are renewed yearly based on the County-Wide Co-Terminus renewal dates. Please refer to the Schedule of Autodesk License Costs chart, which includes estimated costs per department based on the inventory registered as of October 2005.

Electronic Document Management System

ETSD will provide the following services for the County's Electronic Document Management System (EDMS) at no charge to include Global 360 license maintenance cost, hosting of department's applications (Using the County's Infrastructure), and consulting services for migrating EDMS applications to the County's infrastructure.

Departments will have to budget for implementation costs paid to an outside vendor,

DASD (Storage), departmental infrastructure costs, and application development and maintenance of departmental specific applications. Please refer to the service rates section for rate information.

Microsoft License Costs

The Microsoft Enterprise Agreement allows departments to renew their enrolled desktops and servers under the County's Enterprise Agreement. This agreement provides for the licensing and upgrade of existing and new acquisitions to the most current levels of the Microsoft products listed.

Desktop: \$140/seat (includes operating system and standard Office Suite)

Server: \$125/server (includes operating system)

Oracle License Costs

Oracle desktop software license renewal or CPU or named-user licenses for departmental server based products are renewed yearly based on the County-Wide Co-Terminus renewal dates. Please refer to the Oracle License Costs chart, which includes a schedule of estimated costs per department based on the inventory registered as of November 2005.

Database Services

ETSD will provide basic support for existing databases (Currently being supported by ETSD). Basic support is defined as unlimited restructures of 10 records or less for Oracle, SQL, or UDB databases, one restructure regardless of size for IDMS databases, capacity planning, database monitoring, and systems documentation.

Departments should budget for new databases to include project management costs, DASD (Storage), and any associated infrastructure and software license costs. These costs may vary based on the size of the database and nature of the support required. As such, you are encouraged to contact Ivan Rodriguez, Systems Support Manager, to provide you a quote for the services needed. Please refer to the service rates section for rate information.

Back-Up Services

ETSD will provide backup and restore services, to departments for their distributed data. This includes an initial "Full Backup" of customer data and daily "incremental" backups. ETSD will provide a "service level agreement" which will state the time to service level restoration based upon the customers network infrastructure, amount of data, business need and application type.

Base service cost is \$1.75/gigabyte of data backed up per month.

DASD (Direct Access Storage Devices)

The requirements for DASD should be included early in the project planning process, as part of the physical design of any new application file. Whether a brand-new system or an enhancement to an existing system, whole, new files are always billable. ETSD's budget provides for nominal storage growth for existing application files, through experience generally about 15 percent, therefore, any growth above this is chargeable to the customer.

Distributed Storage and Mainframe DASD Charges are \$55/GB Per Gigabyte

Video Conferencing Services

ETSD will acquire, install and configure video conferencing equipment, for the customer based on customer configuration requirements. Additional network connectivity and power (drops) are not included in the following prices. Room based systems include color monitor, view station, installation, and training. Desktop systems include Viavideo camera (or equivalent), installation, setup, and training. ETSD will provide support during regular working hours, provide all upgrades and maintenance, and provide customers with the capability of performing video conferencing with external entities.

Room based systems: \$6,000 (setup), \$100 monthly recurring

Desktop systems: \$600 (setup)

Application Hosting

All new application hosting will be considered on a case-by-case basis for viability on a particular platform and costs associated with this service will be provided based on ETSD hourly rates and platform used.

RF Communication Services

ETSD provides planning/design, engineering, project management, installation, maintenance, and consulting services to other County departments for the implementation and support of radio communications systems. Specific areas of service include UHF, 800 MHz and microwave radio transmission systems; radios and other communication devices; public address and sound systems; mobile security and alarm systems. Studies and engineering analysis required by a department for new, expanded or enhanced systems will be billed to that department at the engineering time rate. Please refer to the service rates section for rate information.

Mobile/Portable Radio Maintenance and Installation (Subobject Code 24630)

ETSD Radio Shop provides installation, preventative maintenance, and repair for mobile radio equipment to include hand held radios, mobile cell phones, loaner two-way radios, and hands free attachments. ETSD also provides the same services for light bars, sirens, emergency lighting equipment, and mobile alarm systems. Field repair and pickup/delivery is available for large accounts.

Chargeable items not listed above are strip-outs of vehicle equipment, equipment swaps, diagnostic time when no problem is found, and reinstallation of equipment originally done outside of the Radio Shop that does not meet public safety standards. All radio shop installations are guaranteed for the life of the installed component against defects in workmanship, except where physical abuse or external intervention is evident. Please refer to the service rates section for rate information.

Radio Systems

The repair and maintenance of the 800 MHz radio system infrastructure will be prorated based on the number of radios that a department has compared to the total number of 800 MHz radios and charged to subobject code 26130. The repair and maintenance of radio equipment, other than 800 MHz, will be billed on a service contract basis. **Please see the attached Schedule of Communication Charges for departmental costs.**

Radio/Transmission System Development

Moves and/or reconfiguration of a system or channel will be billed on a time-and-material basis as outlined in the labor rate schedule. Please refer to the service rates section for rate information.

Telephone Local Service Charges (Subobject code 31010)

The local telephone charges reflect the cost of doing business and follow an industry standard model of having a Universal charge. The charge for local service is set at **\$21.00 per active line** per month. **Please see the attached Schedule of Communication Charges for departmental costs.**

Telephone Maintenance and Basic Feature Charges (Subobject code 31010)

This service includes routine and emergency repairs and scheduled preventive maintenance of all systems maintained by ETSD. These charges cover routine and emergency repairs (24 hour, 7 day week), scheduled preventative maintenance of County installed telephone systems, ranging from the telephone instrument to the core wiring and telephone switch back-office infrastructure. If changes in your operation require a higher level of service, please increase your budget to reflect additional cost. Agencies are advised to budget the amount indicated in subobject code 31010 shown on Schedule of communication Charges that follows. Telephone maintenance rates have been tiered into two categories. The first is the charge for traditional telephone maintenance which remains at **\$8.30 per active instrument** (includes basic voicemail service). An alternative maintenance charge of **\$7.30 per active instrument** (inclusive of voicemail) has been developed for those departments participating in the emerging Voice-over-Internet-Protocol (VoIP) systems. The County will be progressively moving towards a complete VoIP solution over the next few years. The cost of operation is less and rates reflect these operational efficiencies. Charges for either technology employed will be billed on a monthly basis. **Please see the attached Schedule of Communication Charges for departmental costs.**

Long Distance (Subobject code 31011)

All long-distance costs incurred through long-distance carriers (subobject code 31011) will be billed monthly to each department based on actual costs as reported on monthly telephone bills from the providers. If changes in your operations will require greater use of long distance services, these figures must be increased to cover additional costs. Agencies are advised to budget the amount indicated in subobject code 31011 as shown on the Schedule of communication Charges that follows. Due to new rates negotiated in a new Long-Distance agreement this year, the County will no longer utilize the SunCom Long-distance service feature.

Please see the attached Schedule of Communication Charges for departmental costs.

Telephone Installations (Subobject code 31014)

Moves, adds, and changes of telephone service that require physical rearrangements / reinstallation of wiring, telephone jacks, instruments, maintenance of non-standard County issued telephone equipment will be billed on a time-and-material basis, as shown in the telecommunications labor rates schedule. Feature changes, logical configuration, and ancillary equipment, such as answering machines, faxes, paging

systems and security systems will also be charged at the published rates.

Other chargeable items include "no-trouble-found" site visit after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ETSD. Overtime labor costs and costs related to priority installations will be charged at one and a half time of published rates and are subject to customer approval. If you anticipate significant physical reconfigurations or increase in telephone installations, please make the necessary provisions in your budget.

Studies and analyses of engineering, designs, or estimates, required by an agency for new or enhanced telephone facilities will be billed to the requesting agency in accordance with the telecommunications labor rate schedule for consulting services. System-wide studies and analysis for countywide communications planning will be absorbed in the Field Management Services Division's budget. Please refer to the service rates section for rate information.

Data and Other Communication Costs

Costs for data circuits will be charged back to departments as incurred on a monthly basis. Costs based on a two-year average have been included under subobject code 31018. If changes in your operation require a higher level of service, these figures must be increased to cover additional costs. Higher operating costs or tariff changes, which occur in the middle of the year, will be adjusted for each agency accordingly. **Please see the attached Schedule of Communication Charges for departmental costs.**

Fiber-Optic System (Subobject Code 26130)

Agencies that use county-owned, dedicated fiber-optic circuits will be billed per month, per circuit, according to the type of circuit used. These circuits will be classified as one of the following:

Type	Installation Cost	Monthly Cost
DSL (up to 1.54 Mbs)	\$ 600	\$ 180
T1 (1.54 Mbs)	\$ 0	\$ 180
T3 (45 Mbs)	\$ 0	\$ 1,000
EtherNet 10mb	\$ 250	\$ 500
EtherNet 100mb	\$ 500	\$ 1,000
EtherNet 1,000mb	\$ 750	\$ 2,500

Leased Circuits from Local Carriers

For those agencies requiring estimates on contracted local data circuits (BellSouth) the following rates can be used as budgeting estimates:

Types	Installation Cost	Monthly Cost
ISDN	\$ 0	\$ 70
T1 (1.54 Mbs)	\$ 0	\$ 180
T3 (45 Mbs)	\$ 0	\$ 1,600
Metro EtherNet 10mb NMLI	\$ 0	\$ 527
Metro EtherNet 100mb NMLI	\$ 0	\$ 1,053

MetroNet Access and Associated Charges

MetroNet is the term used for the countywide area network. Those agencies requesting connection to MetroNet will have access to host mainframe, electronic mail and calendaring, access to the information and services that are published on the County's intranet web site, access to computer systems which reside on the County mainframe including public records, and other enterprise systems, access to the Internet, content, spam filtering, firewall and security services and anti-virus protection for desktops and servers, etc.

In order to participate in MetroNet, a personal computer Pentium 4 class or better with at least 256 megabytes of memory, and 400 megabytes of free disk space is required (disk space available after OS and all application installations). Upgrades of existing systems to meet minimum requirements and additional physical connectivity requirements (data drops) are the responsibility of departments.

Network Engineering/Design

Assistance to departments in addressing special data communication network, phone system and/or computer facility requirements can also be provided. This includes such systems in new and renovated buildings, large-scale installations, moves, or reconfigurations done by County staff or outside contractors. The services outlined above will be charged back to departments at the engineering rate. Incidental "out-of-pocket" costs for drawings, special supplies, or services incurred in developing plans/designs for departments will either be paid for directly by the requesting department or charged back at cost, if initially paid for by ETSD.

Desktop Computer Maintenance Costs

Basic maintenance of desktop computers (PCs) and associated peripherals will be billed on a time-and-material basis as outlined in the labor rate schedule. Alternatively, departments may contact ETSD's Desk-Top Computer / Peripheral Repairs and Upgrades liaison to develop and implement a Service Level Agreement for desktop support services. Based on repair history, departments should allocate \$150 to \$200 for each configuration including base unit, monitor, and standard impact printers. Repairs on laser printers, plotters and nonstandard devices may increase costs for the configuration. Please contact the Desktop liaison for a customized quote.

Host Computer Access Equipment Maintenance and Installation

Basic maintenance and repairs of data access equipment such as CRTs, printers, controllers, modems and basic cabling are included as part of the network services provided by ETSD. This includes repairs that do not require physical or logical changes to equipment or cabling. The cost associated with the maintenance of controllers, and multiplexers are incorporated into the per unit charge of terminals and host printers. The service level governing response times includes a 4-hour response to an initial call and repair within 24 hours of the service call. The per unit charge is assessed on a monthly basis based on the following 3270 data terminal and host mainframe printer devices:

Moves and reconfiguration of data-related equipment, including site planning, requiring physical rearrangements/installation of wiring, cable connectors wall

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mounts/receptacles and maintenance of nonstandard county-issued computer equipment will be billed on a time-and-material basis as outlined in the labor rate schedule. Other chargeable items include "no trouble found" site visits after telephone assistance is provided, replacement of equipment showing signs of physical abuse or neglect and vendor services initiated directly by the user agency without prior approval from ETSD Telecommunications.

Terminal Maintenance Programs: \$ 12.50 monthly per terminal
Host Printer Devices: \$ 28.50 monthly per host printer

Services Rates

Customers will be billed for hours associated with activities related to their projects, including project management and administration. Overtime costs and costs related to staff assigned to on-call duties (24-hour support) will be added where appropriate and will be subject to customer approval.

The rates for FY 2006-07 are shown below. There are two options available, one is the time and materials rate and the other is based on a full time dedicated position by professional classification. These rates are for work performed by County employees. For budgeting purposes a full time equivalent (FTE) is considered to be 1,560 hours per year. Rates for contractors may be higher and will be quoted at time of engagement.

Rate Table

<u>Service</u>	<u>ETSD T & M Rate</u>	<u>Contractor T & M Rate (Ceiling)</u>
IT Project Manager	\$95 per hour	\$107 per hour
Design Engineering Services	\$95 per hour	\$123 per hour
Technicians	\$65 per hour	\$79 per hour
Installer (Radio)	\$65 per hour	\$65 per hour
CSR Rates	\$55 per hour	\$61 per hour
Systems Programmer (Operating & Technical)	\$100 per hour	\$122 per hour
Programmer Analysts	\$95 per hour	\$110 per hour
Online Services	\$70 per hour	\$92 per hour
Contractor Multiplier	15%	N/A
On Call Fee	\$10,000 per year	N/A

<u>Dedicated Services</u>	<u>Annual Rate</u>	<u>Semi-Annual Rate</u>	<u>1/4-Annual Rate</u>
Junior Programmer Analyst	\$120,000	\$60,000	\$30,000
Intermediate Programmer Analyst	\$130,000	\$65,000	\$35,000
Senior Programmer Analyst	\$140,000	\$70,000	\$40,000
IT Project Manager	\$140,000	\$70,000	\$40,000
Systems Programmer	\$155,000	\$78,000	\$45,000
Online Services	\$110,000	\$55,000	\$28,000

Service Representatives

If you are planning to make major changes to an existing system, implement a newly developed system or have other application or cost related questions, please contact the ETSD's IT Service Center to submit a request for information or service. A representative from any one of the service areas listed below will contact you to discuss requirements.

<u>Service Type / Area</u>	<u>Contact</u>	<u>Phone No.</u>
Technology Solutions	Margaret Brisbane Ulma Gonzalez Orlando Suarez	(305) 596-8320 (305) 596-8391 (305) 275-7681
Billing: Mainframe Usage	Elio Calvo	(305) 596-8383
Billing: Telephone Local / Long Distance / Data Circuits / Cellular / Mobile devices	Ana Castro- Cabrera	(305) 596-8530
Voice / Data Structured Cabling System Installations	JC. Cobbett	(305) 275-7944
EDMS Services	Chris Crowley	(305) 375-3536
Desk-Top Computer / Peripheral Repairs and Upgrades	John Concepcion	(305) 596-8368
GIS Services	Martha Guerra Jane Robinson	(305) 596- 8398 (305) 596- 8228
Local Area Networks	Valentin Alvarez	(305) 596-8861
MetroNet Support	Robert Ashby	(305) 596-8269
Mobile / Portable Radio	Patrick Burke	(305) 596-8255
New / Upgrades of Building Telecommunications Systems	Juan Aguirre	(305) 596-8941
New Telephone Service / Minor MAC Work / Cellular / Mobile PDA / Voicemail / Traffic Studies	Maria Garcia	(305) 596-8346
Online Services	Deborah Higer	(305) 375-3361
Telephone Repair	Wilburn DeFour	(305) 596-8141
Voice System Projects	Juan Aguirre	(305) 596-8941
Wide-Area Network Design / Provisioning Fiber / Leased Circuits	Peter Collis	(305) 596-8272

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Schedule of Communication Charges

DEPT		Radio Repairs & Maint	Radio Services Infra	Local Telephone Service	Long Distance Service	GPRS Service	Directory Listing	Mobile- Cellular Tel Service	Data Circuits
ID	DEPARTMENT	24630	26130	31010	31011	31013	31023	31015	31018
AG	Agenda Coordinator	0	0	6,100	0	0	0	2,700	0
AD	Animal Services	0	0	18,000		14,900		0	3,700
AT	County Attorney	0	0	60,400	1,400	0	0	9,400	0
AU	Audit Management Services	0	0	27,000	400	0	0	7,400	0
AV	Aviation	97,900	290,000	0	0	0	600	0	0
BC	Building Code Compliance	0	2,300	22,100	400	0	0	0	2,500
BD	Business Development	0	0	47,900	600	0	0	3,800	0
BL	Building Department	0	500	184,300	2,700	61,400	0	0	75,700
BU	Office of Strategic Business Management	0	0	31,500	200	0	0	3,600	0
CA	Community Action Agency	1,600	5,600	197,200	5,000	0	0	2,400	50,600
CC	Board of County Commissioners	4,500	0	122,400	2,800	0	500	82,700	17,400
CD	Community & Economic Development	0	0	36,900	300	0	0	4,200	0
CH	County Wide HealthCare Plan	0	0	600	0	0	0	400	0
CI	Chief Information Officer	1,300	0	14,100	400	2,700	0	10,700	51,000
CL	Office of the Clerk	500	4,000	596,000	12,100	0	600	0	139,600
CM	County Manager	0	0	43,400	2,400	900	1,600	54,300	4,600
CQ	CQ-ADMINISTRATIVE COORDINATOR	0	0	14,600	200	0	0	12,400	0
RB	RB-ADMINISTRATIVE COORDINATOR	0	1,300	9,300	100	0	0	14,500	0
CR	Corrections & Rehabilitation	362,500	693,500	821,800	24,200	800	0	200	232,500
CS	Consumer Services	1,400	11,900	1,900	0	0	0	6,100	2,800
	Director/Information	0	0	10,000	500	0	0	1,700	0
	Protection	0	0	12,800	100	0	500	1,700	0
	Cooperative Extension	0	0	10,100	1,900	0	0	800	0
	Passenger Transportation	0	0	17,000	100	0	0	1,900	0
	Cable TV	0	0	0	100	0	0	0	0
CT	Communications	0	2,000	43,500	300	0	0	24,300	0
CU	Cultural Affairs								
	Cultural Affairs Council	0	0	20,000	200	0	0	1,400	5,600
	Miami Art Museum	0	0	18,300	300	0	0	0	0
	Art in Public Places	0	0	1,500	0	0	0	400	0
	Historical Museum	0	0	17,200	200	0	1,300	1,000	0
	Performing Arts Center	0	0	6,900	800	0	0	0	0
DA	ADA Operations	0	0	4,900	100	0	0	0	0
DE	Environmental Resources Management	3,400	33,100	291,000	5,000	1,300	0	35,400	2,300
EC	ETHICS COMMISSION	0	0	10,400	800	0	500	0	8,800
EL	Elections	0	0	325,600	800	0	500	140,800	55,900
EM	Emergency Management	500	49,500	0	0	0	0	2,800	0
ER	Employee Relations	0	0	89,800	600	0	500	900	11,700
ET	ETSD	177,700	50,300	419,700	26,500	22,200	0	170,500	669,300
EZ	Empowerment Zone	0	0	14,300	1,200	0	0	0	0
FE	Fair Employment Practices	0	0	3,300	100	0	0	3,100	0
FN	Finance	0	0	169,800	2,000	0	1,100	600	43,400
FR	Fire & Rescue	0	0	146,600	6,900	131,700	600	3,000	68,400
GG	General Government	0	0	2,400	100	0	0	0	2,000
GG	IRP	0	0	3,300	0	0	0	400	0
GG	Dade Delegation	0	0	2,600	100	0	0	3,800	1,100
ND	Legal Aid	0	0	1,900	1,000	0	0	0	800
ND	Law Library	0	0	23,600	300	0	0	0	500
GS	General Services Administration	13,700	102,000	346,100	8,200	400	0	49,800	144,700
	Miami-Dade Housing Agency								
HD	HUD	0	5,100	335,500	6,300	0	0	0	31,500
SH	Special Housing	0	0	156,100	5,000	0	0	0	47,600
HF	Housing Finance Authority	0	0	4,800	900	0	0	900	5,400
HP	Office of Historic Preservation	0	0	1,300	0	0	0	0	0
HS	Human Services	7,800	15,200	696,400	38,900	9,500	3,800	30,300	212,900
HT	Homeless Trust	0	0	8,000	100	0	0	2,600	0
IC	International Trade Consortium	0	0	2,800	100	0	0	300	0
IG	Inspector General	0	0	27,000	0	0	600	0	16,200
JU	Juvenile Assessment	0	0	46,200	100	7,700	0	1,200	1,600
LB	Library	0	0	191,200	4,800	4,200	0	12,600	376,700
MA	Office of the Mayor	0	0	40,400	500	300	500	39,100	1,600
ME	Medical Examiner	600	0	72,600	3,300	0	0	12,800	0
MM	MMAF	0	0	25,800	3,000	0	0	0	3,600
MP	Metropolitan Planning Organization	0	0	7,400	100	0	0	2,700	0
MT	Miami-Dade Transit	4,700	641,200	945,800	22,300	11,700	500	900	593,000
OC	Admin Office of the Courts	100	6,600	709,700	50,000	0	0	0	102,300

Schedule of Oracle License Costs

Aviation	21,200
DBD	2,700
Clerk of Court	81,700
DERM	19,300
ERD	3,200
Fire	124,800
GSA	6,300
Housing	2,200
Dept of Human Services	2,800
MDTA	106,500
Property Appraiser	58,700
MDPD	159,200
Planning Dept	2,300
Procurement	300
Public Works	6,000
Seaport	39,800
Solid Waste	15,500
Tax Collector	2,500
Team Metro	1,000
WASD	23,400

Autodesk License Costs

Aviation	23,800
Community Action Agency	400
DERM	17,500
Parks & Recreation	14,400
Public Works	15,100
Seaport	6,100
Solid Waste	2,900
Transit	5,900
Water and Sewer	63,500

Funding Model Charges

Dept.	Funding Model Administrative Fee FY06-07
Art in Public Places	7,600
Building	439,300
Building Code Compliance	93,700
CAA	24,600
Consumer Services	89,900
Cultural Affairs	27,900
DERM	726,300
Finance	443,100
Fire	2,609,800
GSA	992,600
Historic Preservation	2,500
Homeless Trust	16,500
Housing	980,000
Housing Finance Authority	11,400
Library	686,200
MDTA	1,407,900
Metro Planning Organization	24,100
OCED	124,100
OCI	43,000
OSBM Ryan White	20,300
Performing Arts Center	8,900
Planning and Zoning	136,700
Public Works (Engineering)	122,800
PW - Causeways (Rickenbacker)	87,000
PW Special Taxing Districts	29,100
Safe Neighborhood Parks	5,100
Seaport	742,200
Solid Waste	1,528,600
Vizcaya	50,600
WASD	5,406,500
General Fund	21,276,700

The table above includes charges for Database Maintenance for the departments that use it. The final amount to be charged to any particular Department may change based on mainframe and distributed database anticipated usage. The Funding Model charges are made quarterly and charged to sub-object 26141.

APPENDIX C: Indirect Cost Rates

FINANCE DEPARTMENT

***Central Services Cost Allocation Plan
Summary of Indirect Cost Rates by Department***

Direct Cost Pools	FY 2003 Allocated Indirect Costs	FY 2003 Direct Salary Costs	Indirect Cost Rate
Building Code Compliance	\$ 524,202	\$ 3,004,423	17.45%
Building Department	2,073,571	17,089,987	12.13%
Community Action Agency	1,758,518	23,592,744	7.45%
Board of County Commissioners	1,013,629	6,194,764	16.36%
Office of Community and Economic Development	823,000	6,748,698	12.19%
Clerk of the Courts	11,341,668	46,763,923	24.25%
Corrections and Rehabilitation	6,225,765	133,551,047	4.66%
Consumer Services	719,503	5,236,771	13.74%
Communications	450,587	3,145,250	14.33%
Cultural Affairs	344,652	2,406,625	14.32%
Environmental Resources Management	1,945,884	26,355,718	7.38%
Tax Collector	2,374,252	7,381,563	32.16%
Elections	1,148,961	8,479,523	13.55%
Fire Department	6,444,372	142,625,826	4.52%
Department of Human Services	3,844,825	45,309,352	8.49%
Homeless Trust	128,107	603,600	21.22%
Judicial Administration	8,784,037	21,552,145	40.76%
Library	3,391,900	19,780,996	17.15%
Office of the Mayor	287,316	1,980,766	14.51%
Medical Examiner	1,007,701	3,871,927	26.03%
Metro-Miami Action Plan	129,268	1,343,515	9.62%
Miami-Dade Planning Organization	213,021	1,433,722	14.86%
Miami-Dade Transit	23,837,568	157,333,601	15.15%
Property Appraiser	1,782,687	10,298,676	17.31%
Miami-Dade Police	23,947,279	279,455,449	8.57%
Parks and Recreation	5,651,755	45,764,875	12.35%
Planning and Zoning	1,634,793	6,860,803	23.83%
Public Works	4,358,286	25,697,209	16.96%
Safe Neighborhoods	29,886	278,730	10.72%
Seaport	1,298,106	13,927,101	9.32%
Solid Waste Management	11,061,290	45,782,702	24.16%
Team Metro	895,162	9,316,682	9.61%
Non-Departmental	23,333,722	408,155,575	5.72%
General Government	863,788	13,495,803	6.40%
Aviation	3,105,189	92,308,410	3.36%
Total Composite	\$ 156,774,250	\$ 1,637,128,501	9.58%

Miami-Dade County, Florida, Consolidated Countywide Cost Allocation Plan for fiscal year ending September 30, 2003. This indirect cost rate should be incorporated into the FY 2006-07 budget submission unless discussed and agreed to by the Office of Strategic Business Management (OSBM).

**Contact: Jose Fernandez
 Finance Department
 (305) 375-5080**

Annual Earned Interest Yield

Based on recent experience, interest earnings should be budgeted at 3.45 percent.